JOB DESCRIPTION
Yemen Analysis Hub Senior Analyst

Location: Amman with possible travel inside Yemen (visa and security permitting)
Duration: 2 years
Start date: 1st September 2018
Purpose: To provide analysis and methodology leadership to the ACAPS Yemen Analysis Hub
Reporting to: Analysis Hub Team Leader
Responsible for: Information Analysts (national and international)

ACAPS’ PURPOSE
ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis. Our team supports the humanitarian community by providing up-to-date information on more than 40 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem.

OVERVIEW OF THE ROLE
This senior management position will provide the technical leadership on analysis for the Yemen Analysis Hub. The post holder will have a team of analysts to work with and to support on developing a range of thematic, inter-cluster and forward-looking analysis products. The Senior Analyst will be expected to work closely with ACAPS’ Technical Expert in Geneva to maintain the expected level of quality in all ACAPS products.

BACKGROUND TO THE YEMEN ANALYSIS HUB
Assessing the humanitarian situation and needs in Yemen is becoming increasingly difficult in 2017. The country is divided between north and south; numerous operational and administrative obstacles are being placed on humanitarian actors including, acquiring visas for international staff and access restrictions for staff inside Yemen. Collecting data is seen as sensitive by all parties to the conflict, therefore small-scale and fragmented data is collected as organisations and agencies gather agency specific data.

Of the limited data analysis that is on-going, most is sectoral, undertaken within the individual clusters; there is a lack of triangulation and cross-sectoral analysis. Consequently, strategic decision-makers lack the information required to plan and direct the response.
The major analysis gaps identified are: forward looking analysis, projections, risk analysis and thematic analysis cutting across sectors such as displacement, local economies, household income and debt, and trade.

THE ROLE

Leadership and Management
✓ Support the Project Team Leader to develop and define the scope of the Analysis Hub publications
✓ Manage team of qualitative and quantitative analysts
✓ Deputise for the Team Leader as required
✓ Manage the day-to-day running of the Analysis Hub

Technical Oversight
✓ Be responsible for technical quality of ACAPS’ analysis hub
✓ Create a joint analysis framework and plan for relevant stakeholders
✓ Finalise the list of regular products and approve all ad hoc products

Networking
✓ Create a strong analysis network amongst clusters, UN agencies and other specialist analysis/information service providers
✓ Develop and maintain a list/informal network of key interlocutors for information gathering
✓ Develop data sharing protocols
✓ Coordinate joint analysis with key colleagues. This will include supporting on the scenario building exercise.

Secondary data analysis
✓ Create a needs analysis strategy for the Yemen Analysis Hub which responds to the needs of humanitarian stakeholders
✓ Establish and maintain the Analysis Hub information management systems and ensure that internal and external needs for information are processed in a structured and efficient manner
✓ Ensure the safety, back up and archiving of the YAH’s data
✓ Contribute to the creation of tools to facilitate the ongoing analysis and sharing of data and information that support evidence-based decision making
✓ Develop a team workplan for qualitative and quantitative analysts
✓ Collect, collate and analyse information relevant to YAH products

Analytical products
✓ Lead on production of ad hoc special reports, covering key thematic areas of interest
✓ Design and propose (in consultation with key stakeholders) multi-sector and thematic analytical products

Other
✓ Contribute towards learning and innovation within the Analysis Hub and Response as a whole
✓ Other relevant duties, as assigned.
KEY WORKING RELATIONSHIPS
The Senior Analyst will work closely with the ACAPS Technical Expert in Geneva. Additionally the Senior Analyst will work closely with analysis and IM external colleagues.

REPORTING LINES
In country the Senior Analyst will report to the ACAPS Analysis Hub Team Leader.

Competencies
Generic professional competencies:

- Education to postgraduate level in social sciences or another relevant subject
- At least 5 years field or headquarters experience in the humanitarian sector.
- Training and proven understanding/application of quantitative and qualitative research methods
- Solid understanding of the principles of emergency preparedness, response and early recovery.
- Experience of managing a high performing team and cross-cultural and distance management
- Excellent time management skills and ability to organize multiple, simultaneous tasks, and deliver results within a specified period.
- Demonstrated analytical skills and written clarity, including ability to understand complex concepts and problems and synthetize information.
- Demonstrated problem solving skills and results oriented approach. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Proven ability to work strategically to set goals and flexibility and creativity in realizing them.
- Ability to monitor and assess performance of self, other individuals, and other organizations to make improvements or take corrective action.
- Outstanding coordination, communication, and inter-personal skills, including capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others’ actions.
- Demonstrated capacity for sound judgement to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Demonstrated capacity to actively learn- understanding the implications of new information for both current and future problem-solving and decision-making.

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Fluent written and oral communication skills in English and Arabic.
- Excellent reading and writing skills, including excellent grammar, spelling and syntax abilities.
- Attention to detail.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.

Behavioural Competencies:
- Communicating with impact and respect
- Working with people
- Leading and Supervising
- Social Perceptiveness
- Active Listening
- Deciding and Initiating Action
- Planning and delivering results
- Adapting and Responding to Change
- Adhering to Principles and Values

**Performance Management**

The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Performance Review Template